

## OVERVIEW OF BUDGET

DEPARTMENT: JOBS AND EMPLOYMENT SERVICES  
DIRECTOR: BARBARA HALSEY, INTERIM DIRECTOR  
BUDGET UNIT: SAC JOB

### I. GENERAL PROGRAM STATEMENT

In 2002-03 the Jobs and Employment Services Department (JESD) was responsible for administration and operation of employment programs funded through the Workforce Investment Act Program (WIA) and the CalWORKs – Employment Services Program. The department receives funding from the Department of Labor (DOL) for programs operated under the WIA, and from the County's Human Service System (HSS) for the provision of services under the CalWORKS Program. On March 11, 2003, the Board Of Supervisors approved a structural reorganization of JESD with the transition of the CalWORKs Division from JESD into the Transitional Assistance Department (TAD). Also approved as part of the transition, the Board also approved a Memorandum of Understanding between HSS and JESD, providing reimbursement of staffing costs to JESD for staff performing Job Development and Job Placement functions in support of the CalWORKS Program. This action was effective February 25, 2003. This mid-year change is reflected in Column D of the "Analysis of 2003-04 Budget".

There are three primary funding streams under the Workforce Investment Act: Title I Adult funding, Dislocated Worker funding, and Youth Services funding. The primary mission of the Workforce Investment Act is to enhance the employment opportunities available for county residents by providing universal access to career/employment information, vocational skills training to increase the employability of customers, and placement services. All programs funded under this DOL funding source are performance based programs with specific goals related to the number of individuals assisted, placed, and retained in employment, as well as the amount of earnings gain achieved by customers completing training programs and obtaining employment.

All programs operated under the WIA are subject to the administrative oversight of the Workforce Investment Board. This Board consists of representatives from the Public and Private sector who have been appointed to serve by the Board of Supervisors. Programs implemented with WIA funding are carried out under contractual agreements with public/private schools, community-based organizations, and other government agencies.

WIA Services are made available to the public at 10 locations throughout San Bernardino County. The 10 locations make up the San Bernardino County One-Stop System. The JESD One-Stop Offices are known as the Employment Resource Centers (ERC's) of San Bernardino County. Four full service ERC's are located in Ontario, Victorville, Redlands, and San Bernardino. Satellite Centers are located in Hesperia, Fontana, Yucca Valley (Copper Mountain College), and San Bernardino Valley College. Administrative offices and an Employment Center are located in Colton, and the final site is a Business Resource Center located in Hesperia.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	21,271,610	20,697,693	19,466,114	17,020,579
Total Revenue	22,485,644	20,678,428	19,485,379	16,982,049
Fund Balance		19,265		38,530
Budgeted Staffing		133.0		141.0
<b><u>Workload Indicators</u></b>				
General Public*	27,035	26,439	25,539	28,093
Customers Receiving Services	6,523	5,561	5,372	4,566
Number of Participants Served	33,558 **	32,000	30,911	32,659

\* Self service customers seeking available employment information.

\*\* Corrected

The 2003-04 budgeted number of Customers Receiving Services is projected to decrease due to the decrease in funding levels.

## **JOBS AND EMPLOYMENT SERVICES**

### **III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS**

#### **STAFFING CHANGES**

Mid-year staffing changes show a net increase of 28.0 budgeted positions as a result of the structural reorganization of JESD.

Recommended program funded staffing changes show a net reduction of 20.0 budgeted positions. As part of the reorganization process and the development of the 2003-04 budget, JESD evaluated every position in its department. The result of this evaluation is the recommendation to delete 22.0 budgeted positions that were no longer needed and add 1.0 budgeted position for a long term contract employee assigned to the Workforce Investment Board that has not previously been budgeted. In addition, 1.0 Staff Analyst II budgeted position transferred from ED/PSG to assist with administering of WIA programs.

#### **PROGRAM CHANGES**

None.

#### **OTHER CHANGES**

Funding Decreases: As a result of federal and state budgetary constraints 2002-03 funding was decreased by 1.2 million dollars. These constraints are anticipated to continue into 2003-04 and have a greater effect on funding. Therefore, for 2003-04 funding is projected to decrease approximately 4.2 million dollars.

### **IV. VACANT POSITION IMPACT**

The department had a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

#### **Vacant Position Restoration Request:**

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant Employment Services Manager position for JESD. This restoration is being recommended because this position is necessary for the Job Development and Job Placement programs, and is fully funded by Federal Workforce Investment Act funds. In addition, this position was vacant due to a temporary assignment.

<b>CAO Rec</b>	<b>Item</b>	<b>Program</b>	<b>Budgeted Staff</b>	<b>Program Description</b>
x	1	JESD-Job Placement and Job Development	1.0 \$66,497 Revenue Supported	The Employment Services Manager enhances the employment opportunities available by providing information, vocational skill training, and placement services.

### **V. OTHER POLICY ITEMS**

None.

### **VI. FEE CHANGES**

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Jobs and Employment Services  
FUND: Special Revenue SAC JOB

FUNCTION: Public Assistance  
ACTIVITY: Other Assistance

JOBS AND EMPLOYMENT SERVICES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	5,241,550	6,150,063	521,014	1,496,036	8,167,113
Services and Supplies	1,671,608	1,489,604	3,897	178,375	1,671,876
Central Computer	94,676	79,873	(10,141)	-	69,732
Other Charges	11,359,444	11,222,177	-	150,000	11,372,177
Equipment	26,274	30,000	-	-	30,000
Transfers	<u>1,653,160</u>	<u>1,850,842</u>	<u>-</u>	<u>-</u>	<u>1,850,842</u>
Total Exp Authority	20,046,712	20,822,559	514,770	1,824,411	23,161,740
Reimbursements	<u>(580,598)</u>	<u>(124,866)</u>	<u>-</u>	<u>(2,000,000)</u>	<u>(2,124,866)</u>
Total Appropriation	19,466,114	20,697,693	514,770	(175,589)	21,036,874
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	19,485,379	20,678,428	514,770	(175,589)	21,017,609
Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	19,485,379	20,678,428	514,770	(175,589)	21,017,609
Fund Balance		19,265	-	-	19,265
Budgeted Staffing		133.0	-	28.0	161.0

GROUP: Economic Development/Public Services  
DEPARTMENT: Jobs and Employment Services  
FUND: Special Revenue SAC JOB

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JOB AND EMPLOYMENT SERVICES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b>Appropriation</b>							
Salaries and Benefits	8,167,113	(887,838)	7,279,275	(66,497)	<b>7,212,778</b>	66,497	7,279,275
Services and Supplies	1,671,876	(83,591)	1,588,285	-	<b>1,588,285</b>	-	1,588,285
Central Computer	69,732	38,888	108,620	-	<b>108,620</b>	-	108,620
Other Charges	11,372,177	(3,409,836)	7,962,341	-	<b>7,962,341</b>	-	7,962,341
Equipment	30,000	-	30,000	-	<b>30,000</b>	-	30,000
Transfers	<u>1,850,842</u>	<u>368,022</u>	<u>2,218,864</u>	<u>-</u>	<u><b>2,218,864</b></u>	<u>-</u>	<u>2,218,864</u>
Total Exp Authority	23,161,740	(3,974,355)	19,187,385	(66,497)	<b>19,120,888</b>	66,497	19,187,385
Reimbursements	<u>(2,124,866)</u>	<u>(41,940)</u>	<u>(2,166,806)</u>	<u>-</u>	<u><b>(2,166,806)</b></u>	<u>-</u>	<u>(2,166,806)</u>
Total Appropriation	21,036,874	(4,016,295)	17,020,579	(66,497)	<b>16,954,082</b>	66,497	17,020,579
<b>Revenue</b>							
State, Fed or Gov't Aid	21,017,069	(4,197,020)	16,820,049	(66,497)	<b>16,753,552</b>	66,497	16,820,049
Other	<u>-</u>	<u>162,000</u>	<u>162,000</u>	<u>-</u>	<u><b>162,000</b></u>	<u>-</u>	<u>162,000</u>
Total Revenue	21,017,069	(4,035,020)	16,982,049	(66,497)	<b>16,915,552</b>	66,497	16,982,049
Fund Balance	19,805	18,725	38,530	-	<b>38,530</b>	-	38,530
Budgeted Staffing	161.0	(20.0)	141.0	(1.0)	<b>140.0</b>	1.0	141.0

## JOBS AND EMPLOYMENT SERVICES

Base Year Adjustments		
Salaries and Benefits	186,342	MOU.
	328,976	Retirement.
	5,696	Risk Management Workers Comp.
	<u>521,014</u>	
Services & Supplies	14,656	Risk Management Liabilities.
	<u>(10,759)</u>	Incremental Change in EHAP.
	<u>3,897</u>	
Central Computer	<u>(10,141)</u>	
Total Base Year Appropriation	<u>514,770</u>	
Revenue		
State, Fed or Gov't Aid	<u>514,770</u>	Reimbursements from the state to cover base year adjustments.
Total Base Year Revenue	<u>514,770</u>	
Total Base Year Fund Balance	<u>-</u>	

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Mid-Year Adjustments		
Salaries and Benefits	1,671,625	Increase 30.0 budgeted staff to service MOU requirements between JESD and TAD approved by BOS on March 11, 2003. Positions include 28.0 Employment Services Specialists and 2.0 Supervising Employment Services Specialists I.
	(175,589)	Net decrease of 2.0 positions that were blended between WIA and CalWORKs duties that transferred to TAD as a result of the action taken by the BOS on March 11, 2003 to transition the CalWORKs Division of JESD to TAD.
	<u>1,496,036</u>	
Services and Supplies	<u>178,375</u>	Increase in services and supplies to cover costs of TAD MOU.
Other Charges	<u>150,000</u>	On-The-Job Training for CalWORKs clients per TAD MOU.
Reimbursements	<u>(2,000,000)</u>	Reimbursements from TAD per MOU for salaries and administrative costs.
Total Mid-Year Appropriation	<u>(175,589)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(175,589)</u>	Decrease in revenue related to a net decrease of 2.0 positions transferred to CALWORKS.
Total Mid-Year Revenue	<u>(175,589)</u>	
Total Mid-Year Fund Balance	<u>-</u>	

## JOBS AND EMPLOYMENT SERVICES

Recommended Program Funded Adjustments		
Salaries and Benefits	58,920	Increase 1.0 Staff Analyst II position transferred from ED/PSG to assist management with MIS operations and federal customer reporting requirements for WIA.
	44,847	Increase 1.0 contract position for the Workforce Investment Board.
	(991,605)	Decrease a total of 22.0 positions (10.0 budgeted positions and 4.0 PSE positions used in the former JTPA Program, and 8.0 other vacant unbudgeted positions).
	<u>(887,838)</u>	
Services & Supplies	330,000	Panels, desks, phones, and other furniture for Rancho One-Stop opening.
	25,000	Additional training needed to update staff on WIA regulations and procedures to improve service to customers.
	57,040	Increase in utility costs.
	(2,873)	Projected decrease in publications.
	(47,464)	Projected decrease in purchase of non-inventoriable equipment.
	(33,816)	GASB 34 Accounting Change (EHAP).
	(50,400)	Estimated decrease in general office expense.
	(44,957)	Estimated decrease in charges for courier & printing fees.
	(20,118)	Decrease in COWCAP charges
	(101,193)	Estimated decrease in ISD fees.
	(30,700)	Projected decrease in other professional and specialized services charges.
	<u>(164,110)</u>	Decrease in misc services and supplies due to decrease in WIA funding.
	<u>(83,591)</u>	
Central Computer	<u>38,888</u>	
Other Charges	<u>(3,409,836)</u>	Decrease projected in participant services due to anticipated decrease in WIA funding.
Transfers	61,963	Increase in rent charges for Redlands One-Stop location.
	506,879	Rent charges for Rancho One-Stop and new Victorville One-Stop/Hesperia Resource Center.
	55,990	Increase in rents & leases for other locations.
	23,057	GASB 34 Accounting Change (EHAP).
	(199,663)	Decrease in transfer to ED/PSG.
	(60,000)	Decrease in HRO support for JESD.
	(7,294)	Decrease in WIA administrative oversight cost.
	<u>(12,910)</u>	Decrease in HSS administrative support cost.
	<u>368,022</u>	
Reimbursements	(8,775)	Increase in C-IV staff salary and benefits.
	<u>(33,165)</u>	Rent reimbursements from ECD and RDA for space at 2nd and D St.
	<u>(41,940)</u>	
Total Appropriation	<u>(4,016,295)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(4,197,020)</u>	Decrease in WIA reimbursements due to decrease in State funding.
Other Revenue	<u>162,000</u>	Rent reimbursements from EDD, a One-Stop partner, for Rancho One-Stop.
Total Revenue	<u>(4,035,020)</u>	
Fund Balance	<u>18,725</u>	

## JOBS AND EMPLOYMENT SERVICES

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Fund Balance
Vacant Budgeted Not In Recruitment - Delete	1	1.0	66,497	66,497	-
Vacant Budgeted In Recruitment - Retain		-	-	-	-
Total Vacant	1	1.0	66,497	66,497	-
Recommended Restoration of Vacant Deleted	1	1.0	66,497	66,497	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Fund Balance
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

Subtotal Recommended - **Delete**

- - - -

*Employment Services Manager*

16289

(1.0)

(66,497)

(66,497)

-

Subtotal Recommended - **Retain**

(1.0)

(66,497)

(66,497)

-

Total Slated for Deletion

(1.0)

(66,497)

(66,497)

-

Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain

- - - -

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.